



# BIDS Submitter Quick Card

www.bids.tswg.gov

All data uploaded to BIDS is secure from public view or download. All submissions will be considered proprietary/source selection sensitive and protected accordingly. Submissions are reviewed by the registrant, authorized Government representatives, and assigned evaluators only.



RSS (Really Simple Syndication) is now available from the BIDS website. A third party tool is required. For more information refer to RSS Feed in Online Help.

RSS 2.0

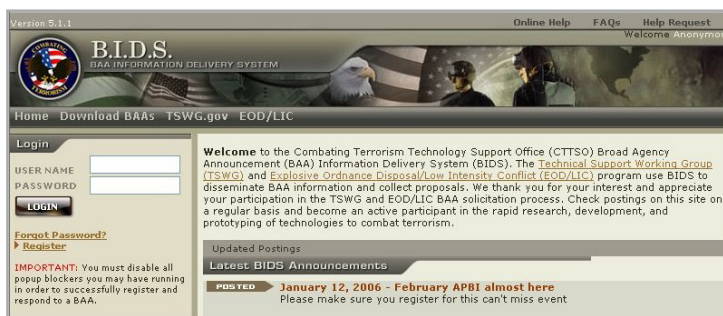


Internet Explorer version 5.0 or higher is recommended. BIDS also supports Netscape version 6.0 or higher.

## Getting Started

### Homepage

The homepage offers several areas of interest to submitters. TSWG news items are posted in the **Latest BIDS Announcements** section.



**Need Help?** and **Tips for Submitting** contain helpful links and are located at the bottom of the homepage. Scroll down to access.

### Need Help?



**Reference Materials** are provided to make the submittal process easier.  
[Reference Materials](#)



**Need further assistance?** Find answers to your questions in multiple places:  
[Online Help](#)  
[FAQs](#)  
[Submit a Help Request](#)



**Post or respond to teaming opportunities** for submitters. Find experienced and qualified businesses to partner with.

### Tips for Submitting



**Pay Attention to Deadlines!** Each prospective participant must submit responses no later than the specified deadline in the announcement. **Late responses will not be accepted for upload.** For more info see: [FAR 15.208 \(Submission, Modification, Revision of Proposals\)](#)

Contractors must complete online representation and certifications (ORCA) at <http://orca.bpn.gov>.

A **DUNS Number** is not required to register and submit a Quad Chart. However, a DUNS number IS required if your submittal is approved for a contract.

### View or Download a BAA



From the homepage:

- Click **Download BAAs**.
- To view, double click the BAA link.
- To download, right click the BAA link.

Select **Save Target As** (Internet Explorer) or

**Save Link Target As** (Netscape)

Name the file and click **Save**.

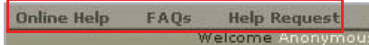


Login is not required to download a BAA or access help.

### Getting Help

Help Links are located in the top menu bar.

- Online Help:** Provides instruction on topics related to BIDS use.
- Help Request:** User request form for BIDS help desk action.
- FAQ:** Lists frequently asked questions and answers.



### Accounts and Password Information



Account integrity is critical to BIDS. During the BAA process, email is the only method of contact between the Government Contracting Officer and the submitter.

### Registration Accounts

- BIDS Registration POC and email address should reflect the submitter's contracting authority.
- Contact the Help Desk for POC changes during an active BAA. Be prepared to verify company identity, account information, and need for the change.



Register if you are a new user to BIDS and no account exists, or if the contact is not valid and no submission evaluations are pending.



Do not re-register if a valid account exists and submissions are pending evaluation.

### Passwords

Protect user names and passwords.

- Change the account password occasionally and when changes to personnel occur.
- Passwords should be at least six digits. Include alphanumeric combination of upper and lower case letters and special characters.

### Forgot My Password



Registered users with a valid email address can automatically reset a password. The system will verify the account information and send a new password via email.

From the homepage:

- Select **Forgot My Password**.
- Enter required information.
- Click **Submit**.

### Web Browser Settings



Popup blockers must be disabled in order to successfully register and respond to a BAA.

The BIDS site uses SSL encryption, ensure the following are enabled:

- SSL 2.0
- SSL 3.0
- TLS 1.0

## Updating Account Information

## Updating Contact Information

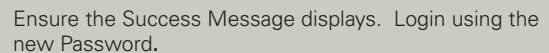
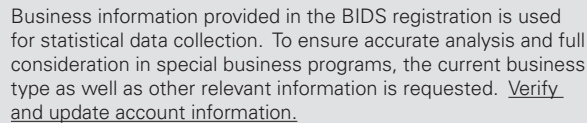
- From **My Account**, select **Edit My Account**.

Point of Contact Information	
*First Name:	John
*Last Name:	Barton
*Company Name:	Barton Inc.
Department:	
Position:	

- Verify and edit contact information as required.
- Click **Submit**.

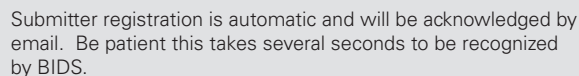
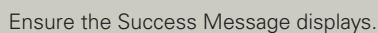
## Change Password

- From **My Account**, select **Change My Password**.
- In the **Old Password** field, enter current password.
- In the **New Password** field, enter a new password.
- In the **Confirm Password** field, re-enter the new password.
- Click **Submit**.



## Responding to a BAA

- The following actions use **Submitter Tools** and are accessible after login.



## Uploading Submissions

- Select **Respond to BAA**.
- Under **Show BAA#** select the BAA of interest.
- Click on the requirement.
- Review the checklist, click **OK** to continue.
- Complete the required fields.

New Quad Chart for VEND  
**BAA:** DAAD05-03-T-0024    **Requirement:** 1027 Chemical Agent Risk Assessment Tool

\*Note: Please review the BAA to be aware of any recent revisions.

Fields marked with an asterisk (\*) are required.

User Name: Submission Date: * Proposal Title:  * Submitter Internal Tracking #:   * Total Cost Estimate:	VEND 02/02/2005 Prototypes for Chemical Agent Risk Assessment  CEM-1027-FONTCO: QC-001  The SIT# is a company internal tracking number. Place the cursor in the textbox and enter a tracking number for the submittal. See FAQ section <a href="#">Submission Preparation</a> for clarification on completing this naming process.  US\$ 213943
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For more information on submission preparation refer to the **Downloads** panel of the home page: [BAAs](#) and/or [Reference Materials](#)

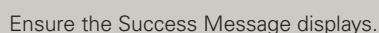
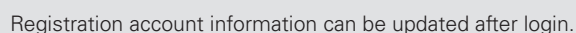
**Comments:**

For technical questions, please contact psmith@vendco.com

**\* Attachment:**

C:\Documents and Settings\psmith\My Documents\1027 Chemical Agent Risk Assessment Tool\Attachments\

**There are no attachments on this document. Please upload an attachment of 0.5 MB or less.**



## Continued — Responding to a BAA

### BIDS Submission - Successful

Your Submission has been successfully submitted to the BIDS System. Click on the link below to view your saved Submission:

[Quad Chart](#)

It is recommended that you click on the link(s) below to test your uploaded Document(s):  
[work\\_test.doc](#)

**Note:** If you need to reattach a document, you must first remove the current attachment, submit your changes, and **then** reattach the new document.



To verify proper file upload, click the file attachment link on the success page.



Merely editing the file name in the **Attachment** field on the submission form will result in a submission record with no file attachment.

### Checking Submission Progress

- Select **My Submissions**.
- Under **Show BAA#** select the BAA of interest.
- Click appropriate status - **All Submissions**, **Pending Evaluation**, **Accepted** or **Rejected**.



Open the accepted submission record to view next submission due date and time.

#### SUBMITTER TOOLS

Respond to BAA

My Submissions

Show BAA#:

DAAD05-03-T-0024

Submissions for FONTCO

QC\_CEM-1027-FONTCO-0001-1 (Pending Evaluation)

Status:

All Submissions

Pending Evaluation

### Modifying a Submission



Make all edits or corrections to the document on the local computer.

- Select **My Submissions**.
- Under **Show BAA#** select the BAA of interest.
- Select **Pending Evaluation** under **Status**.
- Select the submission to open the record.
- Click **Edit Submission**.
- Click **Browse** to select the updated file.
- Select the **Checkbox** to remove the previous file.
- Click **Submit for Processing**.



Ensure the Success Message displays.



To verify proper file upload, click the file attachment link on the success page.



Changes to uploaded responses will be permitted **up to the closing date and time**. Changes after the due date are not permitted.

### Remove a Submission from Consideration

From **My Submissions**:

- Under **Show BAA#** select the BAA of interest.
- Select **Pending Evaluation** under **Status**.
- Select the submission.
- Click **Delete Submission**.
- Click **Submit for Processing**.

### Uploading a Follow-On Submission

- Select **My Submissions**.
- Under **Show BAA#** select the BAA of interest.
- Select **Accepted** under **Status**.
- Select the appropriate submission to open the record.
- Click **Create Next Submission**.
- Review the checklist and click **OK** to continue.
- Complete the required fields.
- Click **Browse** to attach the file.
- Click **Submit for Processing**.



To verify proper file upload, click the file attachment link on the success page.

### Evaluation Criteria

Each submission will be evaluated on its own individual merit and relevance to the program requirement rather than against other proposals. The following are evaluation criteria highlights from the BAA package.



Always refer to the published BAA package for the latest guidance on submission preparation.

#### Basic Requirements:

- Proposed solution meets the stated requirement.
- Proposal exhibits comprehensive understanding of the problem and the requirements of intended users.
- Multiple users (U.S. Government or commercial).

#### Cost:

- Achievable, reasonable, and complete for work proposed.
- Costs analyzed and risks addressed.

#### Schedule:

- Achievable and reasonable for proposed solution.
- Risk and critical elements addressed.

#### Technical Performance:

- Approach is feasible, achievable, and complete.
- Technical team has expertise and experience.
- Effort defined, complete and in logical sequence.
- Deliverables and products clearly defined and will meet the requirement.
- Technical risks and mitigation defined, feasible, and reasonable.
- GFE and materials are identified with need dates.
- Intellectual property ownership addressed.
- Transition to production addressed.
- Other agency interest or funding is documented.

#### Past Performance:

- Success in similar efforts.
- Demonstrated ability to deliver products within budget and schedule.
- Team has demonstrated expertise in the technical area proposed, and in cost, schedule, and risk management.



All submissions must follow the instructions in the published BAA package and include all specified information to avoid disqualification or delays in evaluation.

### Mandatory BAA Closing Date and Time

Every BAA will specify a closing date and time. Submissions will not be accepted after closing.



Times are always in the current Eastern Time zone. Be sure to register, login, and upload submissions early.

## Continued — Responding to a BAA

### Quad Charts

Quad charts are a single page, divided into four quadrants and provide the essence of the proposed solution. Quad Chart submissions do not require a cover page.



A sample Quad Chart is available.

From the homepage:

- From the **Downloads** select **Reference Materials**.
- From the **Document Format** section, select either **Quad Chart Sample**.

### Tips and Hints

#### Document Identifier

Each submission has a unique document identifier that must appear in the submission header.

The format is: **XX-REQTNO-USERNAME-SIT#**

- **XX** – Identifies the subgroup or mission area - auto-generated by BIDS.
- **REQTNO** – Identifies the Requirement Number where the submission is uploaded - auto-generated by BIDS.
- **USERNAME** – Identifies the submitter User Name.



User Name is entered in the BIDS registration and is the submitter's login user name.

- **SIT#** - Submitter Internal Tracking Number - is a unique number entered by the submitter.

Suggested formats include:

- Quad Charts: 1234-QC or 2222-01 or QC01.
- White Papers: 1234-WP or 2222-02 or WP01.
- Full Proposals: 1234-FP or 2222-03 or FP01.

#### File Naming

File attachment names should consist of alphanumeric characters, hyphens, and underscores only; special characters and spaces are not allowed. **Correct file names before beginning the upload process.** Apple/Macintosh users must save files to a path that does not contain special characters or spaces.



Merely editing the file name in the **Attachment** field on the submission form will result in a submission record with no file attachment.

#### Restrictive Marking on Proposals.

Clearly indicate content disclosure limitations on all submissions. Markings can appear as "Proprietary" or words to that effect; however, do not use "Company Confidential" or other phrases that could be confused with national security classifications.



**Never enter or attach classified data in BIDS. Refer to the published BAA package for classified data handling.**

#### Procedures for Classified Submittals

If a submittal contains classified information, the submitter must create a placeholder record in BIDS with an unclassified cover page attachment for tracking purposes. Identify in the comments section of the submission record that the submittal cannot be uploaded due to classification. Refer to the BAA package for more information regarding classified submittals.



Classified documents **MUST** be received by the applicable due date and time. Classification does not eliminate the requirement to comply with all BAA instructions.

### Format and File Size Limits

Document format will be specified in the BAA package. The most common file formats are Microsoft Word, Microsoft PowerPoint, Microsoft Excel, and Adobe Acrobat (PDF).

Any single uploaded file is limited to 500kb (512000 bytes).

#### Tips to reduce overall file size:

**Adobe Acrobat** – offers a built-in method:

- From the **File** menu, select **Reduce File Size**.
- Select the appropriate version(s) of Acrobat and click **OK**. Selecting fewer versions will reduce the final size.
- Select a location, enter a File Name, then click **Save**.

#### Microsoft PowerPoint

A thorough discussion of tips to reduce the size of PowerPoint files can be found at:

<http://office.microsoft.com/en-us/assistance/HA01168821033.aspx>



Use file formats such as JPEG or GIF. These images can be reduced in size and are already in a compressed format; however, the resolution must permit web and screen viewing high enough to be clear.

#### Graphic Images

- Crop unnecessary borders or unused space.
- Resave the image to a JPEG/GIF or other compressed format.

#### Public Access — Uploading Options

Uploading a submission from computers such as those found in public libraries or businesses is permissible.

Keep the following security guidelines in mind:

- Store attachments on a floppy disk or CD-ROM.
- Do not save any information on the local computer.
- Keep all login information private.
- Do not let the computer "remember" the login name and password.
- Be sure to clear the browser history and cache after using the terminal.

#### Clearing the Computer Cache

##### Internet Explorer:

- From the **Tools** menu, select **Internet Options**.
- Select **Delete Files** in **Temporary Internet files**.
- Click **OK** to accept deletion and **OK** to return.

##### Netscape:

- From the **Edit** menu, select **Preferences**.
- In the **Category** field, click **Advanced**, select **Cache**.
- In **Set Cache Options**, click **Clear Cache**.
- Click **OK** to return.



Use the BIDS **Logout** feature when the session is complete. **Logout** terminates communications with the BIDS server and helps to ensure the overall integrity of the BIDS database by preventing inadvertent access from an open user session.